

2

I am planning on making a magazine (hard copy) as my project this year. This means that my planning tool must be able to plan daily, weekly and monthly for the tasks that I need to do. This is because they all take a different amount of time so I need to be able to stay on top of the workload by planning in this way. I know when some of my tasks are due so something such as a daily planner probably would not suit what I need to get done in this instance. I need to be able to see when tasks are due in advance so I can make sure they are complete and handed in on time. In this planning tool, I will need space so that I can put the resources that I will need to complete the task. This would help with the efficiency of my planning and I will know what sort of things I would need during the week. This is similar with what stakeholders/clients I need to work with as well. It will help greatly to be able to book appointments if necessary. In addition to all of this, it would need to be easily accessible and should be easy enough to use so that I don't feel like it is a chore having to try and keep it up to date. I also need a planning tool that will help me figure out what it will look like when the project is done and to know when a task is actually completed. This may be difficult to meet since my project is very visual. However, I can set up my planning tool so that I am able to identify where I can find what I would like my project to look like. This is a way to include it in my planning so that everything is all in one spot. I need to be able to see when I have finished a task in some way so I know when I need to move onto a task. Other things such as conceptual designs will help in these stages of planning.

These are the tools that I am looking at using:

Planning Tool	Strengths	Weaknesses
Online Calendar	<ul style="list-style-type: none"> <li>Easily accessible online</li> <li>Connected to the school network so that I am able to access it home and school</li> <li>It can not easily misplaced like a notebook</li> <li>Everything that you could possibly put in there is an option to put in</li> <li>You can colour block sections on the tasks that need to be done</li> <li>Indicates by changing colour when the day is up if a task was entered in that day</li> <li>Easily move events around</li> </ul>	<ul style="list-style-type: none"> <li>If you don't have wifi, you can't write in it</li> <li>It is really easy to delete events without realising it</li> <li>Harder to enter events in daily</li> <li>It is harder to reflect what you did in the week</li> <li>Can easily forget to put events into the calendar</li> </ul>
Plan of Action	<ul style="list-style-type: none"> <li>It is very detailed and lots of information can be put into it</li> <li>You can write it with time constraints</li> <li>All the ideas are in one place</li> <li>You can see what tasks have been completed</li> </ul>	<ul style="list-style-type: none"> <li>There isn't much room for change once you write it out</li> <li>It is daily which isn't good for long term planning.</li> <li>You can't reflect on what happened during your task</li> </ul>

1

All the planning tools that I have decided to compare have their similarities and differences. The biggest similarity is that their majority can be used to plan out daily tasks. This is except for the reflective journal which is used to reflect daily tasks. This would be helpful in terms of my planning because I am doing tasks as I go through a spell. However, I would like to be able to plan weekly. Although this is possible with a plan of action, I don't think that this would be very helpful because it is normally only used for daily tasks. The flow diagram could be used to plan out weekly tasks but it wouldn't be as detailed as a paper diary or online calendar would be. Both of these would be extremely helpful as they also both tend to have a monthly layout. The major difference between these two is that the online calendar is digital. This would be extremely helpful since all my work is digital so instead of having to take around a paper diary, I could have everything digital along with my files. They can both be colour coordinated and it is easy to tell what day you are on.

Therefore, the planning tool that I am going to use for planning out my project in digital technology this year is an online calendar. I am able to colour code tasks and have the view however I would like. This being daily, weekly, or monthly. I am able to easily access the calendar through my google account and it is nice and simple to use.

2. Shown in my Weekly Reviews and my chosen planning tool which is an online calendar through Google.

3. Overall Evaluation:  
This term I have used my planning tool as much as I can. This has been a very interesting process to research into all the planning tools that can be used to plan a project. Without realising it, we tend to choose the planning tool that is at most convenience to us in our day to day life which for many is a paper diary. However, after researching and analysing all the different ways of organising and planning a project I found that an online calendar would suit my needs a lot better. I have used the online calendar to plan out all of my tasks and milestones I was wanting to reach. It also being digital and connected to the school network has benefitted my efficiency a lot and I know that it is always going to be available on my school google account. This has worked out well for me and I am easily able to put in the tasks I would like to do, look at what I am doing in a week and plan ahead. It is in a nice and easy to read format which help keep my planning tool neat and organised. I wanted this so that I had a clear headspace when I was looking at my calendar and not having any stress on what task I was supposed to be doing. It also allowed me to put only my digital technology work in that calendar without me getting it muddled up with other subjects as well. Overall, I felt like choosing an online calendar as my planning tool was the best decision. It allowed me to stay organised and easily view the tasks that I needed to get done. Therefore, I was efficiently completing the tasks that I set out to do that week because I knew from my calendar.

Other things that may be useful are my weekly reviews and milestone evaluations.

5

Date	04/03/16	13/03/16	17/04/16	02/06/16
Milestone	All written work has been up to date so that I am not stressed.	Vision board is completed from collecting photos for magazine ideas	I have learnt new skills to use in Indesign.	All my research has been complete and the planning internal is ready for hand in
Completed Yes/No If No, why?	At this point in time, I have completed the written work that needs to be completed. This is everything related to the planning such as the tables with different planning tools.	No, I did not complete this. This is because I had a massive change in my weekly reviews and plans. I found that it would be not be useful to do this until later stages when I am developing the magazine.	I would have to say that I haven't completed this milestone. The reason being that even though I have learnt new skills, I feel that I haven't learnt enough to make my magazine the best it can.	Yes, this has been completed. If this hasn't been completed in terms of the planning I would not pass. I have completed the research that I wanted to complete, however there is still some research I would still like to keep doing.
Changes that have been made	There were no changes needed and it was a matter of time management to get the tasks that I needed to get done in the time frame that I gave myself.	This was one of the biggest changes that I ended up making. This is because I put a week away to do it. I thought that it wasn't necessary to do this at this stage but I was halfway through the week when I thought this was an unproductive use of my time towards researching the aspects to put in my magazine.	I did spend more time than I expected researching how to actually learn the skill. This made it harder because I had to keep going back to the tutorial. At one point, I tried to go back and forth between the macs and windows computers which didn't work out very well.	I did not make any changes and this milestone has been going on throughout since I have started digit tech this year and is the biggest one I have met.

3

	Planned for week 4	Review of week 4
<b>Tasks to do/ goal(s) for the week</b>	The task is to continue with my prototyping research and start doing some design concepts. I also need to make sure my planning internal is very close to finishing because it is due next week	This week I have been working on my written work again because the planning is due in a week. I was also working on the prototyping research because in order to get my magazine up and working I need to make sure that I enable my stakeholders and target audience to make sure that I can make sure that I have some influence in my magazine.
<b>Resources needed</b> - Knowledge - Skills - Time - Hardware/ software	I just need my laptop and on my drive I will be doing all my planning so that I am caught up	
<b>Client consultation</b>	No client consultation this week	<b>Changes made to plan? Why?</b> I was planning to do the tasks this week so there was no need to change the plans. However, I am slightly behind in my work so it may be a catching up game which may influence what I do in the future and have to plan around.
<b>Problems that could arise/ how to resolve them</b>	Time management mainly; this would be the biggest factor for this internal because of the amount of work that needs to be done this week	
<b>Overall evaluation to date (how effective has my planning been so far?)</b>	Overall, the planning for my magazine is going well. I have found myself going back to the written work at the beginning of the year to complete which has slowed my prototyping research down slightly but I will just need to work on things at home to catch up and get back on track slightly.	

4

	Planned for week 5	Review of week 5
<b>Tasks to do/ goal(s) for the week</b>	This week I am wanting to make sure that my planning internal is complete as it is due for hand in on the Friday and the end of the week. If I have time, I will continue to work on the prototyping internal.	This week I have made sure that I am on task with my planning internal because it is due this week. I think I need to work on my prototyping research so that next week I am for sure able to start prototyping and testing the magazine.
<b>Resources needed</b> - Knowledge - Skills - Time - Hardware/ software	I will need my laptop with me so that I am able to work on my document which is in google drive at home and school I will also need as much time as possible and will have to be very productive.	
<b>Client consultation</b>	n/a	<b>Changes made to plan? Why?</b> I did not make any changes in my plan this week. I did want to get more written work done so that I have done my internal.
<b>Problems that could arise/ how to resolve them</b>	The biggest is that I have not done enough written work as I wanted to in class and I am too busy to complete it during the week because of the extracurricular activities I am involved which makes it hard to do it at home.	
<b>Overall evaluation to date (how effective has my planning been so far?)</b>	So far, I have been quite good with my planning. I am now able to work on my prototyping internal now. This is now that what I need to concentration on.	